

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND POSITION DESCRIPTION

POSITION TITLE: ACCOUNTABILITY SPECIALIST

POSITION LOCATION: Agency

POSITION SUMMARY: Contributes to the improvement of educational programs and services provided through ASDB by assisting in the on-going evaluation of program performance including student performance, coordinating academic staff development activities, and managing grant activities.

QUALIFICATIONS:

- Master's Degree in Special Education with a concentration in one of the following: deaf or hard of hearing; blind or visually impaired; multiply disabled with severe sensory impairment/related field.
- Certified, or certifiable, by the Arizona Department of Education.
- Documented experience working with children with sensory impairments.
- Documented experience providing technical assistance to educational staff, including developing, coordinating, and providing staff development activities.
- Independent and reliable means of transportation.

PREFERRED QUALIFICATIONS:

- Certified, or certifiable, by a national special education professional organization, such as CED or AERBVI.

GENERAL DUTIES:

- Develops student based and other performance measures; collects/interprets data; prepares reports.
- In collaboration with Directors and Principals, identifies instructional/program areas in which academic professional development should be provided.
- Maintains and shares knowledge of current curricular trends and instructional practices addressing the needs of sensory impaired and regular education students.
- Assists in grant development activities.
- Coordinates the assignments of interns, practicum students, and student teachers, as appropriate.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Supervisor.

SPECIAL REQUIREMENTS/CONDITIONS:

- Travel is required.

MENTAL/PHYSICAL REQUIREMENTS:

- Requires vision to perform work dealing with data, figures, and computer screens.
- Must be able to communicate with various personalities at all levels of management and staff.
- Most work performed in a normal office environment with occasional visits to programs sites and support buildings.
- Work requires a high level of mental effort when performing a high volume of problem-solving tasks and performing other essential duties.
- Must be able to make judgment decisions and adapt to changing work situations. Grasp and apply new ideas.
- Must be able to gather, organize, and analyze data; and draw conclusions.
- Travel to regional offices required in order to address training needs.

PAY PLAN: Certified

GRADE: Open

FLSA: Exempt

DATE: Revised: 7/2006